

The examples above should be used as a reference in determining how to certify compliance with permit conditions. The source must certify its compliance status with **all** of the terms and conditions in the Title V permit, in the order in which the terms and conditions are listed in the permit.

The General Title V Operating Permit Conditions, typically numbered as Conditions X through XXVIII, do not have to be addressed individually in the annual compliance certification. Instead, the source can make the statement that the general permit conditions (the condition numbers may vary according to individual permits) are either not applicable or are addressed by other conditions contained within the permit.

The annual compliance certification must include a Certification of Accuracy statement, as discussed in [Section IV](#) of this guidance. The Responsible Official listed on the cover page of the Title V permit must sign the statement.

If there are any questions regarding the annual compliance certification, please call (603) 271-1370 and request the Compliance Bureau, Enforcement Section.

## **Section II. Semi-Annual Permit Deviation and Monitoring Report:**

40 CFR 70.6(a)(3)(iii)(A) contains the requirements for semi-annual reporting. These requirements are usually incorporated into the Title V permit in either the table titled “Applicable Reporting Requirements,” or in the section titled “Compliance Demonstration Requirements.”

All owners of sources with Title V permits are required to submit Semi-Annual Permit Deviation and Monitoring (“PD/M”) reports to DES. The semi-annual PD/M report summarizes the results of the monitoring and work practices required by the permit in order to determine the source's compliance status with the terms and conditions of the permit. The reports must be submitted on or before **July 31** for the preceding period of January through June, and on or before **January 31** for the preceding period of July through December. For the semi-annual period in which the Title V permit is issued, the first reporting period commences on the date the permit is issued through the end of that semi-annual period.

The type and amount of data that is required by the monitoring provisions of the permit varies greatly from source to source depending on the devices covered by the permit. The monitoring information that is included in the semi-annual PD/M should contain summaries of the pertinent data that demonstrates the source’s compliance status and shows that the required data is being recorded and maintained. Some examples of common permit monitoring requirements and the data that should be submitted to DES in order to demonstrate compliance with those requirements are included below and on the following pages:

*Example 1: A source has a Title V permit for 3 oil-fired boilers that are also subject to NOx RACT. The permit contains monitoring requirements that include: annual*

*inspection of the boilers and stacks, annual NO<sub>x</sub> RACT testing of the boilers, and maintaining records of fuel deliveries to show compliance with fuel sulfur content limits. The semi-annual PD/M reporting requirement provides that the source shall include records to show compliance with the monitoring requirements of the permit:*

Item #	Control Device	Parameter	Method of Compliance	Frequency of Method
1.	Boiler 1, Boiler 2, and Boiler 3.	Allows for adequate dispersion of regulated pollutants	Conduct an annual inspection of each stack and fuel-burning device. Records of inspections and subsequent maintenance conducted as a result of the annual inspections shall be kept on file at the Facility for review by the DES and/or EPA upon request.	Annually
2.	Boiler 1, Boiler 2, and Boiler 3.	NO <sub>x</sub> RACT Testing	Annually, before April 1st of each year, the permittee shall perform an efficiency test using the test procedures specified in ASME/ANSI Boiler Test Code 4.1 and adjust the combustion process of the boiler in accordance with the procedures specified in chapter 5, Combustion Efficiency Tables, Taplin, Harry R., Fairmont Press, 1991.	Annually, before April 15
3.	Boiler 1, Boiler 2, and Boiler 3.	Fuel Sulfur Content Verification	The operator shall conduct testing using the appropriate ASTM method or retain certified delivery tickets which state the weight percent of sulfur for each delivery of fuel oil to determine compliance with the sulfur content limitation provisions in this permit for liquid fuels in order to meet the reporting requirements specified in Env-A 900.	For each delivery

*For the inspections required in Item #1, the source should include in the semi-annual PD/M report a record that the annual inspections were completed. Preferably, the record should be a data sheet that includes the name or initials of the person that performed the inspection, and a list of the devices inspected. In addition, the data sheet should state the inspector's observations of the equipment and whether any follow-up work was done as a result of the inspection. This is an annual requirement, and therefore should only be included in the semi-annual report that covered the period in which the inspections were performed.*

*For the fuel sulfur content verification requirement in Item #3, the source should include a summary of all fuel deliveries in the semi-annual period being reported, showing the date delivered, and the amount and the weight percent sulfur of each delivery. In addition, copies of several representative fuel delivery tickets showing the information that was summarized should be included in the report.*

*For the NO<sub>x</sub> RACT testing of the boilers required in Item #2, the source needs to include in the semi-annual report copies of the test results for each boiler tested. Since this is an*

*annual requirement, the test results should only be included in the semi-annual report that covered the period in which the boilers were tested.*

*Please note that in some permits, all the information that is required to be included in the semi-annual PD/M report may not be stated in the monitoring requirement. The reporting requirement for the semi-annual report states “The report shall contain a summary of the following information...a summary report of the NOX RACT testing results required in the Applicable Recordkeeping section of this permit.” The recordkeeping requirement for the NOx RACT testing is shown below:*

Table 6 – Applicable Record keeping Requirements			
Record keeping Requirement	Frequency of Record keeping	Applicable Emission Unit	Regulatory Cite
<p>The permittee shall maintain records of NOX RACT Testing Results for the boilers in a permanently bound logbook containing the following information:</p> <ol style="list-style-type: none"> <li>1. The date(s) on which: <ol style="list-style-type: none"> <li>a. The efficiency test was conducted; and</li> <li>b. The combustion process was last adjusted;</li> </ol> </li> <li>2. The name(s), title and affiliation of the person(s) who: <ol style="list-style-type: none"> <li>a. Conducted the efficiency test; and</li> <li>b. Made the adjustments;</li> </ol> </li> <li>3. The NOX emission concentration, in ppmvd, corrected to 15% oxygen, after the adjustments are made;</li> <li>4. The CO emission concentration, in ppmvd, corrected to 15% oxygen, after the adjustments are made; and</li> <li>5. The opacity readings</li> </ol>	Maintain on a continuous basis as specified in Table 5 of this permit	Boiler 1, Boiler 2, and Boiler 3.	Env-A 1211.05(b)(2) & 40 CFR 70.6(a)(3)(iii) (A) Federally Enforceable

*The recordkeeping requirement in Table 6 stipulates that NOx and CO concentration readings, corrected to 15 % oxygen, and opacity readings need to be included in the records maintained of the testing. Therefore, the person(s) performing the testing must collect this data during the NOx RACT test. This data must be submitted in the semi-annual PD/M report.*

**The example above illustrates the importance of being aware of ALL the details and requirements of the permit.**

*Example 2: A source is required by its Title V permit to maintain the exhaust gases leaving the secondary chamber of an incinerator at a temperature greater than 1500 degrees F to ensure adequate destruction of pollutants. The source is required to continuously monitor this temperature using a system that records and averages the temperature data hourly. The source is also required to record process data continuously on a stripchart. The permit requires that the semi-annual PD/M report contain summaries of the monitored data. To meet this requirement, **all** of the data recorded during the semi-annual period does not have to be submitted to DES to demonstrate compliance. The source can submit examples of the temperature and process data recorded over short-term periods (e.g. one day) that show representative data and how the data is recorded and monitored. The source can also submit a statement that on all days during the reporting period, noting any exceptions and deviations, values for the recorded parameters fell within the allowable ranges. The source can summarize any days that were promptly reported as deviations to DES because data was not recorded, or because the data fell outside of the allowable ranges.*

The semi-annual reports should include a summary of all permit deviations that have occurred during the reporting period. The summary of deviations does not have to include all the details of each reported permit deviation. It should include the affected device, type of deviation, date of occurrence, date the notice was filed with DES, and whatever minimum data is necessary to show that the deviation was remedied. Any deviations that occurred during the reporting period that were not previously reported to DES (as required) should be reported in detail in the semi-annual report.

Sources may elect to submit the information to be included in the semi-annual PD/M reports on a calendar quarterly basis. Some Title V sources are required to submit other reports to DES on a quarterly basis. For example, those sources with continuous emissions monitoring equipment are required to submit quarterly Excess Emissions Reports and summaries of daily emissions data within 30 days after the end of the calendar quarter. If it is easier for the source to do so, all the reports may be submitted together. However, if this option is chosen, it should be clear on the cover sheet of the reporting package which reports are being included in the single submittal.

Included as an attachment to this guidance document are optional forms that can be used for reporting the information required to be included in the semi-annual PD/M report. The source is not required to use these forms or to use the particular format shown. However, all information listed on the optional forms is required to be reported by the source whatever the source chooses for its reporting format.

The semi-annual PD/M report must include a Certification of Accuracy statement as discussed in [Section IV](#) of this guidance. The statement must be signed by the Responsible Official as listed on the cover page of the Title V permit.

If there are any questions regarding the semi-annual PD/M report, please call (603) 271-1370 and request the Compliance Bureau, Enforcement Section prior to the reporting deadline.

### **Section III. Reporting Deviations from Title V Permit Requirements (i.e. permit deviations):**

40 CFR 70.6(a)(3)(iii)(B) contains the requirements for reporting permit deviations. It states that permits shall require:

“Prompt reporting of deviations from permit requirements, including those attributable to upset conditions as defined in the permit, the probable cause of such deviations, and any corrective actions or preventive measures taken. The permitting authority shall define prompt in relation to the degree and type of deviation likely to occur and the applicable requirements.”

The term “deviation” is not defined in 40 CFR 70. However, the term is defined in the NH Admin. Rules Env-A 101.204 as “any occurrence that results in an excursion from any emission limitation, operating condition, or work practice standard as specified in either a Title V permit, state permit to operate or temporary permit issued by the division.”

Either Section XXVIII or Section XXX of the Title V permit describes the requirements for reporting permit deviations. All permit deviations are required to be reported to DES within 24 hours of discovery of the deviation. Some Title V permits contain an 8-hour notification requirement, although most permits have been amended to require notification within 24 hours. DES requests that all deviations be reported within 24 hours. The deviation can be reported to DES by telephone, fax, or e-mail ([pdeviations@des.state.nh.us](mailto:pdeviations@des.state.nh.us)). Permit deviations reported to DES by telephone must be followed up by a written report of the deviation within 15 days of discovery of the permit deviation. Deviations reported to DES within 24 hours by fax or by e-mail that contain all the information of the written report, fulfill both the 24-hour requirement and the requirement for the written report.

Note that the NH Admin. Rules Env-A 911 promulgated on 4/23/99, sets forth requirements for reporting permit deviations that are different from those of the Title V program. Title V sources must follow the requirements for reporting permit deviations contained in the permit and in this guidance document.

The written report must include the following information:

- 1) A citation of the permit paragraph or item # that was deviated from;
- 2) The specific device that contributed to the deviation, if applicable. This can include an air pollution control device;
- 3) The particular pollutant involved, if applicable;